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HARYANA GOVERNMENT

GENERAL ADMINISTRATION DEPARTMENT
(General Services-I Branch)

Notification

The 10th September, 2021

No. 42/119/2019-5GS-I.— A fair and reasonable process of selection to posts subject to the norm of equality of opportunity under Article 16(1) of the Constitution of India is a constitutional requirement. A fair and reasonable recruitment process is a fundamental requirement of Article 14 as well. With a view to secure and sustain the confidence of the public in general and to ensure unquestionable trustworthiness in the public recruitment examinations, the Government of Haryana proposes to introduce a Common Eligibility Test to simplify and standardize the recruitment process for Government employment to be conducted by the Haryana Staff Selection Commission for recruitment to Group C and D posts. This test shall be held once every year or as decided by Government from time to time. The Haryana Staff Selection Commission shall ensure utmost secrecy and requisite quality of the Common Eligibility Test. The State Government is further pleased to prescribe the following terms and conditions for the Common Eligibility Test:-

1. **APPLICABILITY:**

This order shall apply to the process of recruitment for Group C and D posts earmarked for direct recruitment in all the Departments of the State Government or any Board, Corporation, statutory body or any other agency owned and controlled by the State Government other than any University established by or under a State Act.

2. **DEFINITIONS:**

- (i) **'bonafide resident'** means a person who is a resident of Haryana satisfying the conditions specified in the instructions of Government in the General Administration Department issued from time to time;
- (ii) **'CET'** means the Common Eligibility Test held by Haryana State which shall be a computer-based online/offline/ Optical Mark Reading (OMR) based test to be conducted by the Haryana Staff Selection Commission and it shall be bilingual i.e. conducted in Hindi and English;
- (iii) **'CET Score'** means the marks obtained in the CET plus marks of experience and socio-economic criteria, if any;
- (iv) **'Commission'** means Haryana Staff Selection Commission;
- (v) **'Government'** means Government of Haryana in General Administration Department;
- (vi) **'Parivar Pehchan Number'** means the family identification number issued under Section 5 of the Haryana Parivar Pehchan Act, 2021;

3. ELIGIBILITY TO APPEAR IN CET:

For Group C posts, the essential minimum qualification shall be 10+2 or as per provision in Service Rules and for Group D posts, the same shall be Matric or as per provision in Group D Act. It shall be essential for all that Hindi or Sanskrit should be as one of the subjects in Matric or Hindi as one of the subjects in higher standard.

4. REGISTRATION FOR CET :

- (i) All applicants shall register on a designated portal i.e. onetimereg.haryana.gov.in by a last date to be notified, providing all particulars relating to the identity of the applicant and also uploading all the required documents relating to claim for reservation, educational qualifications, experience and socio-economic criteria and such other details as the Government or the Commission may seek, from time to time, for the purpose of recruitment.
- (ii) The Parivar Pehchan Number or Aadhaar Number enables the recruiting agency to verify the applicant's claims in respect of residence, educational and other qualifications, caste and experience certificate, family income/assets, status of parents (if any parent has expired the verification of death certificate is involved), marital status of female applicant, separation certificate of legally separated women, disability certificate, sports gradation certificate, denotified tribe/Vimukt Jati certificate, certificate of ex-serviceman, dependent of ex-servicemen certificate, dependent of freedom fighter, FIR copy etc. Therefore, the applicant shall provide Parivar Pehchan Number for registration and also all required data and particulars and uploading all the required documents relating to claim for reservation, educational qualifications, experience and socio-economic criteria and such other details as the Government or the Commission may seek, from time to time. The applicants who have neither Parivar Pehchan Number nor Aadhaar Number shall also be eligible for the registration.
- (iii) On registration, the applicant shall be allocated a Registration Number which shall be the reference ID for all actions concerning the examination and recruitment process. An applicant who obtains the Registration Number and intends to offer the candidature for direct recruitment for a post of Group C or D in subsequent years shall not have to re-register but shall provide his consent online for consideration in subsequent years and pay the relevant fee, if required.

5. FEES FOR CET :

For CET, the processing fees (in Rupees) per test shall be as under :-

Sr. No.	Category	Residents of Haryana		Non-residents of Haryana	
		who provide PPNumber/ Aadhaar No.	who do not provide PPNumber/ Aadhaar No.	who provide Aadhaar No.	who do not provide Aadhaar No.
1	Male applicants of general category	500	1,000	500	1,000
2	Male applicants who are children of Ex-Servicemen	500	1,000	500	1,000
3	Female applicants who are of general category or reserved category	250	500	500	1,000
4	Ex-servicemen	250	500	500	1,000
5	Disabled persons who covered under the Right of Persons with Disabilities Act, 2016	250	500	500	1,000
6	Applicants who belong to S/Caste, Backward Class, Economically Weaker Sections	250	500	500	1,000

6. CONDITIONS RELATING TO CET EXAMINATION AND SCORE:

- (i) An applicant who intends to apply for direct recruitment to any Group C or D post shall have to appear in CET.
- (ii) An applicant, who appears in the CET, shall be given a score. CET score includes the maximum 5% marks of experience and socio-economic criteria, obtained if any. For example, if total of CET score is 400 then out of these 20 marks shall be of experience and socio-economic criteria and 380 marks will be of written test of CET.
- (iii) An applicant who does not possess the essential minimum educational qualification prescribed for a post before the last date for registration on the designated portal but is due to appear for the examination to attain the appropriate educational qualification during the year in which the CET is conducted, shall also be eligible to appear in the CET:

Provided that the applicant shall be eligible to further apply for a post advertised by the Commission along with the total CET Score only if the applicant has acquired the minimum essential educational qualification and experience, if any, prescribed for that post by the last date for attaining the such minimum qualification specified in the advertisement issued by the Commission for the post.

- (iv) The CET scores of all the applicants shall be declared by notification on the website of the Commission.
- (v) The CET score shall be revised whenever the applicant improves the CET score in the next or any subsequent attempts.
- (vi) The written examination component of the CET score of an applicant shall be valid for a period of three years from the date of declaration, by notification, of the result of CET. In other words, a person can submit his application for a post against the advertisement published within three years citing the CET score.
- (vii) There shall be no restriction on the number of attempts to appear in the written examination component of the CET. If an applicant who has already qualified the CET for Group C and/or D post will have the option to appear again in CET to improve his CET score in the next or any subsequent occasion, if he so desires:

Provided the highest total CET score obtained during the period of last three years prior to the date of advertisement issued by the Commission for Group C or D post, as the case may be, shall be considered for the purpose of selection to that post.

- (viii) Relaxation in upper age limit shall be admissible to the applicants of Scheduled Castes, Backward Classes and other categories as per rules or instructions issued by Government from time to time.

7. PROCESS FOR RECRUITMENT ON THE BASIS OF CET SCORE BY THE COMMISSION:

- (i) The Commission shall issue an advertisement for posts on the basis of requisition received from the Departments of State Government or any Board, Corporation, statutory body or any other agency owned and controlled by the State Government.
- (ii) The Commission shall call the eligible candidates from merit list of CET Score—
 - (a) candidates equal to five times the number of vacancies if the vacancies are less than 30;
 - (b) 150 candidates if the vacancies are between 30 and 50;
 - (c) candidates equal to three times the number of vacancies if the vacancies are greater than 50;
- (iii) To meet the above criteria as per para (ii), the Commission shall seek the consent of eligible candidates to arrive at the requisite number cited above.
- (iv) For the purpose of consent, the candidate shall indicate his consent electronically on the website of the Commission using the Registration Number, by such last date as may be notified by the Commission, provided that option or consent once so given by a candidate shall be final.
- (v) When the number of consenting candidates who are eligible is less than the number limit prescribed in para (ii), (iii) and (iv) above, then the Commission shall extend the date for enabling further eligible candidates till the prescribed limit at para 7 (ii) above is achieved.

- (vi) If the cut off is achieved by more than one candidate, then all the candidates at the cut off shall also be entitled to exercise their option to consent to offer their names for consideration for selection on the post(s) advertised by the Commission.
- (vii) After the receipt of consent of the eligible candidates, the Commission may, if it so determines, conduct a further written/skill examination for Group C posts and also for semi-skilled Group D posts.
- (viii) In case of unskilled Group D posts, the total CET score alone shall form the basis for selection to the posts. If the cut off is achieved by more than one candidate then the candidate senior in age shall be considered.
- (ix) Only those candidates, who fulfil the minimum educational qualifications and other eligibility conditions for a post advertised by the Commission as on the last date specified in the advertisement issued by the Commission for the post and who give their consent for consideration shall be permitted to appear in the written/skill examination, if any, conducted by the Commission. For selection against unreserved post, a candidate has to secure at least 50% marks in the written examination, to be considered for selection/recruitment. In case of selection/recruitment against reserved category post (whether vertical or horizontal) candidate has to secure at least 40% marks in the written examination. In case of non-availability of eligible candidates of respective category based on the cut off marks, the post(s) which remain vacant shall be re-advertised as per reservation policy. A clear mention of this condition shall be made in the advertisement issued by the Commission.
- (x) The Commission shall on the basis of marks obtained in the written/skill examination held consequent to and in respect of the advertisement for the posts issued by the Commission, shortlist the candidates for selection, recommendation or waiting list in the respective categories i.e. General, Scheduled Caste, Backward Class A, Backward Class B, Ex-servicemen, Economically Weaker Sections, Sports Persons, Persons with disabilities - OH, VH, HH, etc.

8. OBJECTION REGARDING ANSWER KEYS:

- (i) After conduct of CET, the answer keys shall be uploaded on the Commission website. There shall be a provision for the candidates to file an objection on the Answer Keys through the link available on the Commission website for which a fee of Rs. 200/- per question shall be required to be submitted. The fee once paid is non-refundable. The Answer keys shall be finalized by the Commission as per the final report of Subject Expert(s) which shall be final and binding.
- (ii) No objection shall be accepted under any circumstances after the specified date and time for filing online objection is over.

9. MAINTENANCE OF RECORD:

The record of CET shall be preserved for one year from the date of declaration of result in hard copy. Digital copy of records shall be retained for five years.

10. JURISDICTION:

All legal disputes with regard to the CET shall be subject to the jurisdiction of Courts at Panchkula (Haryana) only.

11. POWER TO AMEND:

The power to interpret, change, amend and removal of doubt of any provision of this notification shall lie with the Government of Haryana in General Administration Department.

VIJAI VARDHAN,
Chief Secretary to Government Haryana.